

DOE Quality Council
Conference Call Minutes
May 21, 2009

1. Roll Call:

| Name | ORG | On Call |
|--------------------|------------|--------------------|
| MEMBERS | | |
| Colette Broussard | HS-20 | |
| Gary Staffo | EE | √ |
| Kriss Grisham | EM | √ |
| Rick DuBose | FE | √ |
| Timothy Fox | HS-1.2 | √ |
| Duli Agarwal | HS-20 | √ |
| Vijendra Kothari | LM | √ |
| Joy Mroz | LM | |
| Laurie Morman | MA | |
| Sam Johnson | NA | √ |
| Tom Williams | NA | √ |
| Thanhtran Van Ober | NA | √ |
| Carl Sykes | NE | |
| Michael Ulshafer | RW | √ |
| Matt Cole | SC | √ |
| Caroline Polanish | BSO | √ |
| Ava Holland | CBFO | |
| Robert L Blyth | ID | √ |
| Anita B. Leivo | LASO | √ |
| Pat Carier | ORP | √ |
| Al Hawkins | RL | √ (Steve Chalk) |
| William Rowland | SRO | √ |
| John Adachi | SC-CH | |
| Mary Haughey | HS-23 | √ |

2. Safety or Quality Share:

Gun safety was the topic of the safety share. Guns should always be locked, unloaded and stored in a gun safe. The ammunition should always be stored in a separate area. If possible, the gun should have a trigger lock. People have guns for many reasons, but in all cases families need to be protected from having a gun in the home. Everyone in the home should go through a gun safety course. For more information on gun safety, check out the following:

<http://www.nrahq.org/safety/eddie/infoparents.asp>

3. Approval of April 16, 2009 Minutes:

A new approval process was discussed. To facilitate getting the meeting minutes approved, the new process will be as follows:

- Council members will review the minutes when they are distributed.
- Comments/corrections will be sent to Debbie Reece at dreece@pec1.net at least 2 days prior to the next meeting for incorporation as appropriate.
- No official vote will occur at the meetings. The comment period is when any objections, comments or corrections should be raised.
- Final versions of the minutes will be posted to the Quality Council website.
- The Charter will be revised to reflect this change.

4. Annual Quality Council Face-to-Face Meeting

The members were presented with two possible dates for the Annual face-to-face meeting in Germantown, MD. Members were asked to check their availability for November 3-5, 2009 or November 17-19, 2009.

ACTION ITEM: All Council Members should let Colette Broussard know their preference for the Annual face-to-face meeting.

5. Task Planning Documents (TPD) Status:

- A. Survey on Quality Assurance Implementation TPD – Mary Haughey presented a summary of the comments received on the survey questions. Only two members submitted comments. The Survey was revised based on the comments and the revised Survey was distributed to the Council Members. The TPD for the Survey on Quality Assurance Implementation and the surveys were voted on and approved.
- B. DOE QA Order Requirement Training TPD – Gary Staffo presented the revised TPD for training. The TPD currently outlines a three phased approach. The first phase will be to develop a general QA training on definitions, DOE Order requirements and the future of the DOE Order and the primary audience is HQ leadership, managers, and Support Offices. Phase 2 is a more focused QA training on the requirements of the new Order, DOE O 414.1D, and the integration with ISM. The intended audience will be Field personnel. The final phase will be addressed in another TPD, and is expected to be the development of a training on using a

standard, such as NQA-1, to implement the requirements in the Order. Council members voted to approve this TPD.

- C. Quality Assurance Incorporation with Integrated Safety Management TPD - Matt Cole reported that the TPD team is still working on the final version of the TPD.
- D. Application of NQA-1 Part II TPD—Sam Johnson reported that the TPD team is working to develop the final version of the TPD.

Bob Blyth asked is there was interest to start a new TPD to address the Application of NQA-1 Part II for the non-NNSA sites. A brief discussion of this resulted in the fact that another TPD might be necessary. Sam Johnson stated that the intent of the TPD he is leading is to develop a document for NNSA that would be the starting point to develop a document for all DOE sites.

Update: The Training and Survey TPDs have been assigned an action number and they will be signed by Colette Broussard per the process defined in the charter.

6. DOE O 414.X Status:

The latest version of DOE O 414.1X has been distributed for the official peer review. Comments are expected by May 22, 2009. These comments will be compiled and resolved prior to the Red Team review. The Red Team review will be comprised of a group of subject matter experts that will also be looking at the ISM and oversight documents for synergy. The Leadership Management Team will be the next review. The document is expected to be in RevCom by the July/August timeframe with a November 2009 expected release date.

7. Participation at ISM Champions Meeting:

The ISM Champions meeting will be in Knoxville, TN on August 24-27, 2009. Anyone who is planning on attending should register. The meeting coordinators are looking for abstracts for papers that will be presented. Abstracts are due by June 30, 2009.

There will be a meeting June 2, 2009 for all Quality Council members who are attending and would like to discuss possible topics for presentations. If you wish to give a presentation on behalf of the Quality Council, please contact Colette Broussard or Gary Staffo as soon as possible.

The QA track session will need approximately 4-5 presentations. This session will be co-chaired by Gary Staffo and Colette Broussard. Sonya Barnette, Rick DuBose, Tom Williams, John Adachi and Gary Staffo have indicated that they are planning to attend the August meeting.

Information pertaining to the ISM Champions workshop can be found at:

<http://ism.y12.doe.gov/>

8. Member Input or Agenda Items:

The agenda for the next conference call will include the status of the Quality Assurance Incorporation with Integrated Safety Management TPD, status of approved TPDs, Status of 414.1X, ISM Champions workshop presentations by the Council, and a discussion on shortening the call to one hour.

9. Next Conference Call:

The next Quality Council conference call will be June 18, 2009 from 11:00 am – 12:30 pm. A conference call number will be provided.